

Chief, Records Management Division

18 January 1955

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[Redacted]

Records Management Survey of the Records of the Office of
Operations, Sovmat Staff

1. A records management survey was conducted for the Sovmat Staff. The survey covered all records of the Staff and was concerned with their maintenance, use and disposition.
2. The Records Control Schedule was prepared from survey work sheets and written approval was obtained for the cut-off and retention periods, and the disposition of the records. The completed schedule was delivered to a member of that Staff who is combining the duties as Records Officer with his regular duties.
3. The total record holdings of the Staff was 27 linear feet of material arranged in 14 separate series of files. Approximately 30% of the records was designated for permanent retention while the remaining 70% will be destroyed in the office or at the Records Center in accordance with the disposition plan agreed upon.
4. Although a relatively small office the members of the Staff were very cooperative and indicated their willingness to maintain an active records management program.

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